



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY  
UNIT #15716  
APO AP 96271-5716

IMKO-AC-PWH

**01 JAN 2006**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** USA Area III Support Activity Policy Memorandum #2, Furnishings Management of Permanent Party Unaccompanied Personnel Housing (UPH), Army Family Housing (AFH) and Non Command Sponsored Property

1. This policy supersedes USASA Area III Policy Memo #2, SAB, dated **15 Apr 2005**.
2. References:
  - a. AR 210-50, Housing Management, dated 3 October 2005, effective 3 November 2005.
  - b. AR 614-30, Overseas Service, dated 23 October 2004.
  - c. AR 614-200, Enlisted Assignments and Utilization Management, dated 2 August 2005.
  - d. CTA 50-909, Field and Garrison Furnishings and Equipment, 1 August 1993.
  - e. USFK Reg 614-1, Military Command Sponsorship Program, dated 12 November 2003.
3. Purpose: To prescribe procedures for management of furniture for Unaccompanied Personnel and Family Housing, located at Camp Humphreys and Area III.
4. Applicability: This policy applies to all unaccompanied, command sponsored and non-command sponsored personnel at Camp Humphreys and Area III.
5. Policy: AR 210-50 prescribes policies, procedures and instructions relating to the furniture function. It directs:
  - a. Centralized management of furniture under the Housing Manager.
  - b. Family Housing furnishings are separate from UPH furnishings. By statute they cannot be co-mingled with UPH furnishings. Only military personnel that have a Command Sponsored Position number will be authorized to draw from the Army Family Housing inventory. Service members will receive support in appliances and furnishings. PCS travel orders will determine the furnishing support that will be provided.

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c. Until new construction provides adequate facilities, installation commanders will seek to equitably apportion available billet space to level out the impacts of substandard billets. Personnel in the grade of Sergeant First Class (E7) and above are permitted to reside off post and receive BAQ and OHA. This option may be denied only in the case of adverse effects on the training mission, military discipline, or military readiness.”

d. Unaccompanied Personnel Housing consists of troop barracks, Senior Enlisted and Officer furnishings for bonified bachelors and unaccompanied personnel. Soldiers are authorized furniture support in their rooms in accordance with their pay grade and CTA 50-909. Personnel may arrange for changes to their hand receipt by contacting the furnishings representative.

e. Unaccompanied personnel service members may move to economy quarters any time during their tour if they have the authorization of the command. HQ EANC-HG Form 1058-R, Nov 92 must be submitted prior to lease negotiation.

f. Unaccompanied personnel that reside off post are entitled to furnishings support when granted authorization to reside off post. Furniture support is dependent upon basic allowances in accordance with their pay grade, i.e. whatever they are entitled to receive in their on post room, plus appliances. See Appendix A for allowance and quality description.

g. Unaccompanied personnel who chose to bring their family members to Area III (Non-command sponsored) will receive their basic UPH entitlement listed above and may receive furniture for family members, if furniture is excess to the community and available. The service member must have permission to reside off post. The furniture will be for the duration of their tour.

h. Department of Defense (DoD) civilian employees while travelling under full or elective JFTR weight allowance will be provided appliance support for their entire tour because civilians are authorized to ship 18,000 lbs. They may also be provided temporary furniture support (loaner sets) while their household goods are in transient. Types and amounts may be limited and may not consist of complete furniture set as authorized by CTA 50-909. Maximum time for use of loaner sets is 90 days in-bound and 60 days for out-bound.

i. Local hire and Contractor personnel are not authorized furnishings support. Waiting lists will be maintained to meet the requirements of all personnel when stock is not immediately available.

j. All personnel that are issued furnishings must inform the furnishings management office of any changes in status, i.e. PCS, ETS, or off-post address changes. Personnel must also clear their hand receipt prior to clearing post.

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k. Soldiers will be held accountable for the items they sign for on a hand receipt. Furnishings may be swapped between handreceipt holders after arrangements are made with furnishings management personnel.

l. The movement of furnishings, at government expense, is limited to once in and once out. Additional requirements during the tour will be at the expense of the service member.

m. Soldiers will be required to return their hand-receipted items in clean and serviceable condition.

n. Charges will be assessed for missing or damaged furnishings in accordance with supply procedures and policies.

o. Exceptions to policies prescribed in this memorandum must be submitted through the DPW to the Commander, USA Area III Support Activity, APO AP 96271-0716.

6. POC is the Chief, Housing Division at 753-7356.

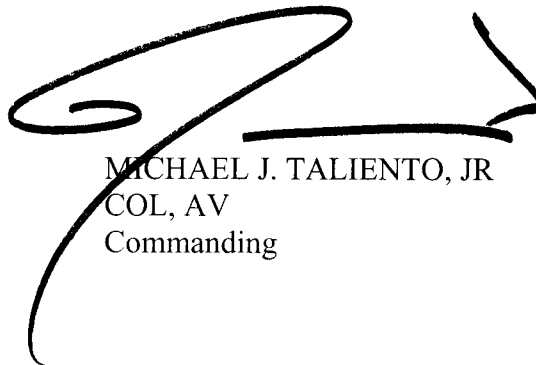
2 Encls

1. Appendix A

2. Appendix B

DISTRIBUTION:

A&B



MICHAEL J. TALIENTO, JR  
COL, AV  
Commanding

## **LISTING OF AUTHORIZED: ARMY FAMILY HOUSING (AFH)**

<b>Item Description</b>	<b>Quantities</b>		
	<b>2B/Rooms</b>	<b>3B/Rooms</b>	<b>4B/Rooms</b>
Bed Single, per bedroom	1	2	3
Bedspring Single, per bed single	1	2	3
Box spring Double, per master bedroom	1	1	1
Chair Easy, per living room	2	2	2
Chair, Straight w/o arms	5	6	7
Chair, Straight w/ arms	2	2	2
Chest Drawers, per bedroom	2	3	4
Dresser Double, per master bedroom	1	1	1
Light (lamp) floor, per living room	2	2	2
Light (lamp) table, per living room	2	2	2
Mattress, Double per master bedroom	1	1	1
Mattress Single, per bedroom	1	2	3
Sofa, per living room	1	1	1
Table dining, per dining room	1	1	1
Wardrobe (when closets are not built in)	3	4	5
End Table	2	2	2
Coffee Table	1	1	1
Mirror	1	1	1

### **Appliances**

Dryer	1	1	1
Washing Machine	1	1	1
Range	1	1	1
Refrigerator	1	1	1

DATE: \_\_\_\_\_

MEMORANDUM FOR Furnishing Management Branch, Housing Div, DPW, Camp Humphreys and Area III, APO 96271-0716

SUBJECT: Request Approval of Government Furniture for Off-post Housing

Name (last, first, MI) \_\_\_\_\_ DEROS: \_\_\_\_\_ Nr of Dependents \_\_\_\_\_

Rank: \_\_\_\_\_

SSN: \_\_\_\_\_

Unit: \_\_\_\_\_

Unit Phone: \_\_\_\_\_

1. I request that the following government furniture be issued, for residing in off post quarters.  
(Map Attached)

\_\_\_\_\_ Address of quarters

**Officers**

(circle the one needed)

<u>Items</u>	<u>Auth Reg</u>	<u>Qty Issued</u>	<u>Items</u>	<u>Auth Reg</u>	<u>Qty Issued</u>
Bed Double	_____	_____	End Table	_____	_____
Bookcase	_____	_____	Sofa or E/chair	_____	_____
Chair Desk	_____	_____	Nightstand	_____	_____
Chair Lounge	_____	_____	Mirror	_____	_____
Chest 3 Drawer	_____	_____	Refrigerator	_____	_____
Lamp Desk	_____	_____	Coffee Table	_____	_____
Dining Table	_____	_____	Wardrobe	_____	_____
Dining Chair	_____	_____	Double Mattress	_____	_____

**Senior Enlisted E-7 and above** (circle the one needed)

<u>Items</u>	<u>Auth Reg</u>	<u>Qty Issued</u>	<u>Items</u>	<u>Auth Reg</u>	<u>Qty Issued</u>
Bed Double	_____	_____	End Table	_____	_____
Bookcase	_____	_____	Sofa or E/Chair	_____	_____
Chair Desk	_____	_____	Nightstand	_____	_____
Chair Lounge	_____	_____	Mirror	_____	_____
Chest 3 Drawer	_____	_____	Refrigerator	_____	_____
Lamp Desk	_____	_____	Coffee Table	_____	_____
Dining Table	_____	_____	Wardrobe	_____	_____
Dining Chair	_____	_____	Double Mattress	_____	_____
Dresser W/Mirror	_____	_____			

**Enlisted Soldiers E-6 and Below** (circle the one needed)

<u>Items</u>	<u>Auth Reg</u>	<u>Qty Issued</u>	<u>Items</u>	<u>Auth Reg</u>	<u>Qty Issued</u>
Bed Single	_____	_____	Bookcase	_____	_____
Chair Desk	_____	_____	Sofa	_____	_____
Refrigerator	_____	_____	Lamp Desk	_____	_____
Table Night	_____	_____	Dining Table	_____	_____
Wardrobe	_____	_____	Dining Chair	_____	_____
Single Mattress	_____	_____	Dresser W/Mirror	_____	_____
Dresser 3 Drawer	_____	_____			

**Appliances:** available to all ranks

Washer \_\_\_\_\_ Stoves \_\_\_\_\_

**NOTE: The availability of each item changes on a day by day basis!!**

**NOTE: There is only one delivery and one pickup, exception to this, will only be if the item is unavailable on the day of issue or damaged equipment.**

Appendix B